

<https://mjmrecruitment.co.za/current-positions-available/facilities-manager-durban-north/>

Facilities Manager – Durban North

Description

Job Title: Manager
 Job Type Classification: Permanent
 Location – Town / City: Durban North
 Location – Province: KwaZulu-Natal
 Location – Country: South Africa
 Reporting To: Facilities Manager

Hiring organization
 MJM Recruitment

Employment Type
 Full-time

Duration of employment
 Full Time

Job Location
 Durban North

Job Advert Details

Job Category Logistics

Date posted
 March 23, 2023

Purpose

1. Manage Contractors
2. Reporting and following up on repair work
3. MHE abuse and cost recovery
4. Toyota invoicing – check rates, discount etc
5. Writing invoices in EIR book
6. Handle invoice queries
7. Updating OHS records
8. Scheduling OHS training
9. Monitoring First Aid stock – First Aid kits
10. Contact person between Contractor and credit dept regarding payment
11. Quality control
12. Implementation of company standards

Valid through
 2004.2023

Qualifications

Experience

Knowledge

- Grade 12
- Relevant Diploma / Certificate/ Electrical/ Mechanical Degree
- 7 – 10 years Facilities Management experience
- 5 years retail experience preferably within a Distribution Centre
- Knowledge of operating procedures within a Distribution Centre
- Knowledge of maintenance and repair work
- Good understanding and co-ordinating of work
- Mathematic/Accounting
- Computer Literacy
- Knowledge of MHE
- Product knowledge
- Technical terms used within a Distribution Centre
- Maintenance schedule
- OHS
- Accounting
- Supervisor/Management Skills
- Interpersonal Skills
- Problem Solving Skills
- Conflict Handling Skills
- Mathematic/Accounting
- Computer Literacy (Excel, Word and Powerpoint)
- Telephone skills

Skills

Job objectives

- Administration
- Organized

The Facility Manager manages the staff with issues pertaining to the Distribution Centre Maintenance as well as working closely with contractors are their main responsibility together with handling of queries and reports so that the Facilities Department operates effectively.

Competencies

Essential

1. Leading and supervising
2. Working with people
3. Learning and researching
4. Planning and organising
5. Delivering results and meeting customer expectations
6. Following instructions and procedures
7. Adapting and responding to change
8. Coping with pressure and setbacks
9. Achieving personal work goals and objectives

Desirable

10. Deciding and initiating action
11. Analysing

Relevant

1. Adhering to principals and values
2. Deciding and initiating action
3. Creating and innovating

Low relevance

1. Relating and networking
2. Persuading and influencing
3. Presenting and communicating information
4. Writing and reporting
5. Applying expertise and technologies
6. Formulating strategies and concepts
7. Entrepreneurial and commercial thinking